



WY-ALT Helpful Tips

The purpose of the Helpful Tips is to ensure that Wyoming Alternate Assessment Test Administrators (ALT-TAs) understand how to navigate the online Test Delivery System (TDS) for the WY-ALT Assessment. This document is intended as a guide for specific tools and scenarios.

Learner Characteristics Inventory

The purpose of the Learner Characteristics Inventory (LCI) is to describe the characteristics of students who participate in the Alternate Assessment and Alternate Achievement Standards (AA-AAS) referred to in WY as the Extended Standards. The LCI is delivered online in the Student Interface, just like the rest of the WY-ALT tests. Once an IEP team has determined that a student will take the WY-ALT, they will need to complete the LCI. Then when the testing window opens in the spring, the LCI can be found in the Test Delivery System (TDS) Student Interface. The LCI information should be entered by the ALT-TA prior to any testing session. The student does not need to be present when the ALT-TA completes the LCI. The LCI must be completed for each student before any WY-ALT tests can be administered.

LCI Recommendation for Question 5:

- If a student does not have a primary language other than English and you selected “No” for Question 4, then please enter “NA” for Question 5.

Question 4

4. Is your student's primary language a language other than English?

A Yes

B No

Question 5

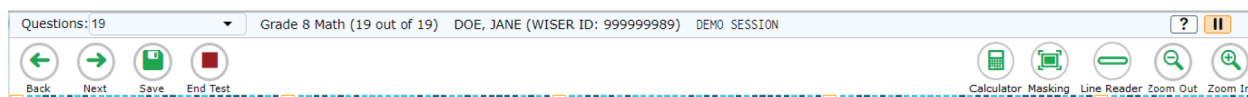
5. If yes, what is your student's primary language (the dominant language spoken in the student's home)?

A	B	C	D	E	F	G	H	I
J	K	L	M	N	O	P	Q	R
S	T	U	V	W	X	Y	Z	


Space Delete

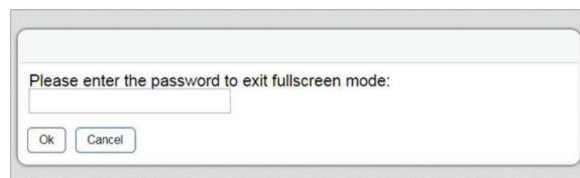
Accessing the Global Menu

The global menu contains navigation buttons on the left and tool buttons on the right.



To access the global menu, you must first exit full-screen mode:

1. Click  in the upper-left corner. A pop-up message will appear, asking for a password.
2. Enter the student's first name and click **OK**. The global menu will appear at the top of the screen.
3. *Optional:* To return to full-screen mode, click **Full Screen** in the global menu.




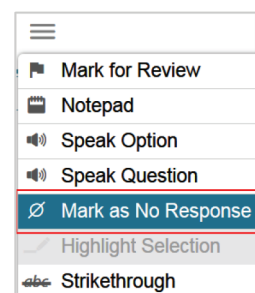
Please note that several testing tools (masking, line reader, calculator, etc.) are available on the global menu and are only accessible after exiting full-screen mode.

Mark as No Response

Mark as No Response is a tool designed to indicate that no response was provided for an item and to proceed to the next item.

To mark an item as no response:

1. Click on the item's context menu and select **Mark as No Response**.
2. A message will appear asking you to confirm whether you wish to mark the item as **No Response**. Click **Yes**.
 - a. The item's response options are then disabled and grayed out. A no response icon () will display on top of the item to clearly indicate that no response was provided.
 - b. You can then proceed to the next item. For reporting purposes, the item marked as **No Response** will be assigned a condition code of NR.



Test Segmentation

Once the student and Test Administrator have proceeded beyond items 1–5 on the WY-ALT Assessment, they will not be able to return to these items for any reason, and therefore will not be able to change their responses after moving into the second test segment.

Early Stopping Rule

Multiple attempts to administer and complete the assessment must take place in order to apply for an Early Stopping Rule (ESR) determination. At least three (3) attempts must occur over the breadth of the assessment window. Items 1–5 **must** be administered to all students.

There are two possible testing scenarios for engaging the ESR:

1. Your student does not respond to the first five items on the test.
 - a. Select the **Mark as No Response** option in the context menu for the first five items.
 - b. After the first administration of item 5, select the **Pause** button in the upper right corner of the test in the Student Interface **or** pause the test in the TA Interface.
 - i. Do NOT click the **Next** button after item 5.
 - c. Re-administer items 1–5 at least twice more (over the breadth of the testing window).
 - d. If the student does not respond to items 1–5 after multiple administration attempts, click the **Next** button, then end and submit the test.
 - e. Report the implementation of the ESR to the Wyoming Help Desk.
2. If your student responds to one of the first five items, but then does NOT respond to five consecutive items later in the test:
 - a. Select the Mark as **No Response** option in the context menu for the items which have been administered but for which the student has made no response.
 - b. Select the **Pause** button in the upper right corner of the test in the Student Interface **or** pause the test in the TA Interface.
 - c. Re-administer these five items to the student at least twice more (over the breadth of the testing window).
 - d. If the student does not respond to these five items after multiple administration attempts, click the **Pause** button again and report the implementation of the ESR to the Wyoming Help Desk.
 - e. Note: If upon the multiple administration attempts, a student does not respond to any five consecutive items, the ESR should be applied. If a student responds to any items in the first segment of the test, please note that he or she will not be able to return to the first segment to update a previous response.

To invoke the ESR, the school's Building Coordinator must:

- Contact the Wyoming Help Desk at 888-897-8024;
- Report the student(s) WISER ID;
- Report which subject(s) need the Early Stopping Rule applied; and
- Report date and time for each administration attempt, for each subject.

Ending Test if Last Item is Marked as No Response

If you mark the last item in a test as **No Response**, the **End Test** button will not automatically appear.

To end the test if the last item is marked as **No Response**:

1. Click the **Next** button.
2. A pop-up message will appear informing you that there are no more items on the test and instructing you to click the **End Test** button when you have finished checking your answers.
3. Click **OK**.
4. The **End Test** button will appear in the global menu.

Masking within Item Cards

The **Masking** tool temporarily covers a distracting area of the test page.

- Note of caution for the Masking tool:
 - o If you need to cover only part of a response option and click within the response option card, you may accidentally select that answer option.
 - o Carefully review all final answers before proceeding to the next item.

Print-on-Demand

You can print out a test question or passage from the Student Interface if the print-on-demand accommodation is enabled for a student. This will allow the student to view the test question or passage on paper instead of on the computer screen.

Please note that the zoom level in the Student Interface affects print size. Zoom level x3 should not be exceeded for a printing request.

Additional Resources

For additional information on administering the WY-ALT Assessment, please reference the *Directions for Administration Manual*, available in the WY-ALT Test Administrator Manuals and User Guides section of the Wyoming Assessment Portal.

Help Desk

If you have any outstanding questions, please contact the Wyoming Help Desk wyohelpdesk@cambiumassessment.com or 888-897-8024.